



**wework**



WeWork Ginza 6- Tokyo

# Why WeWork

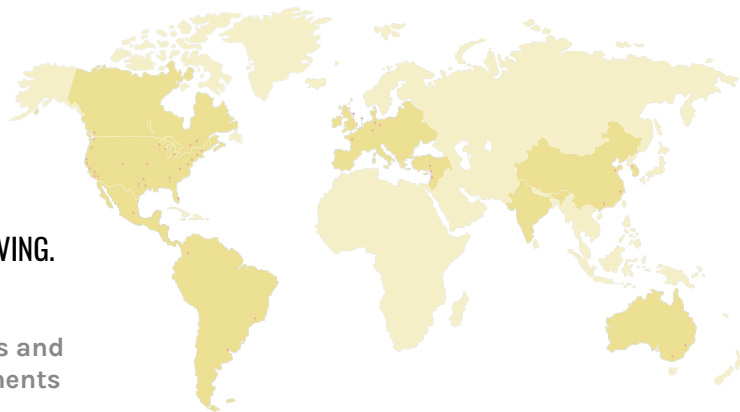
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- Make real estate flexible
- Access great buildings
- Increase capital efficiency
- Get up and running fast
- Attract and retain top talent
- Grow globally at your own pace

# WHAT IS WEWORK

IT'S OUR MISSION TO CREATE A WORLD WHERE PEOPLE WORK TO MAKE A LIFE, NOT JUST A LIVING.

Founded in 2010 by Adam Neumann & Miguel McKelvey, initially focused on co-working, WeWork currently has more than 287 physical locations in 77 cities and 23 countries around the world. We Transform buildings into dynamic environments for creativity, focus, and collaboration.



2010  
FOUNDED



WeWork opens first location in NYC focused on startup community

2010

\$6BN  
CAPITAL RAISED



WeWork raises first institutional capital to fuel growth

2012

275+  
LOCATIONS



WeWork opens first international location

2014

15M+  
SQ. OF SPACE



WeWork reaches over 15M in SQ. FT. under management

2017

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# BENEFITS OF THE WEWORK PLATFORM



## FLEXIBILITY

WeWork offers substantially more flexibility than traditional leases with shorter commitment terms and options for expansion, contraction, transfer, & early termination.



## SPEED TO OPERATE

With extensive inventory and agile teams, WeWork can quickly turn on markets and visions into an office overnight.



## NO UPFRONT CAPITAL INVESTMENT

Eliminate the significant upfront costs associated with building & leasing your own workspace, while reducing construction and real estate risk.



## GLOBAL PORTFOLIO/ SINGLE PROVIDER

WeWork's "space as a service" model allows companies to move around the globe through a single account manager.



## EVOLVED SPACE EXPERIENCE

Leveraging years of experience in designing premium workspaces, WeWork's in-house architecture and design teams create engaging spaces that enable enterprises to attract and retain top talent.

# WHAT'S INCLUDED

## SPACE

### WORK

- Beautiful, turn-key office space
- Open desk + private office layouts
- Desks + office chairs
- Filing cabinets
- Lighting
- Privacy vinyl

### MEET

- Conference rooms
- Meeting booths & nooks
- Phone booths + phones
- Classrooms
- A/V capability
- White boards + dry erase markers
- Furniture + equipment

### LOUNGE

- Kitchen + pantry
- Espresso bar
- Couches + coffee tables
- Honesty/f+b market
- Wellness rooms
- Quiet/game rooms

### OPERATE

- Cleaning/janitor storage
- IT/server storage
- Bike + trash rooms

## OPERATIONS

### BASE BUILDING

- Utilities
- Property insurance
- HVAC maintenance
- Exterior window cleaning
- Elevator maintenance
- Fire alarm testing + maintenance
- Base building system maintenance
- Pest extermination

### CLEANING

- Nightly trash removal from offices, conference rooms, and common areas
- DAily upkeep of bathrooms, pantries, conference rooms, and common areas
- Deep clean of offices on a weekly basis
- Post-event cleaning

### SECURITY

- Guest management/keycard access
- Security guards + video surveillance
- Fire + safety personnel
- Keycard activation + deactivation

### PRODUCTIVITY

- High -speed Wifi
- Printers + copiers
- Paper shredding
- Envelopes

## COMMUNITY

### DEDICATED COMMUNITY TEAM

- Community management team
- Guest check-in/registration
- Food delivery acceptance/notification

### EVENTS

- Internal + external events
- Health and wellness initiatives
- Guest speakers

### MAIL + PACKAGE HANDLING

- Incoming + outgoing mail service
- Mail + package sorting + delivery
- Package notifications via email

### COMMUNITY + BENEFITS

- Access to 100,000 global WeWork members
- Exclusive WeWork partnerships, discounts, rewards, and more

### FOOD + BEVERAGE

- Coffee/tea/beer
- Fruit water
- Milk/sweeteners
- Cups, mugs + more

## WeOS TECHNOLOGY

### DIGITAL TOOLS

- WeWork Mobile App
- Guest Check-in/registration
- Conference room reservations
- On-demand workspace booking
- F+B/honesty market payments
- Payment processing
- Support ticket management

### OFFICE MANAGEMENT

- Office dashboard
- Office map
- Notification management
- Team directory
- Important office information

### CONTENT CURATION

- TV displays
- Work radio
- Event promotion

### UTILIZATION ANALYTICS

- Space usage data + analytics
- Service usage data + analytics

# SERVICES INCLUDED

## CATEGORY A – DESIGN & DEVELOPMENT SERVICES\*

### HARD COSTS

DEMOLITION & BASE BUILDING

*Cost of labor & materials to clear existing conditions of site*

HVAC

*Furnaces, air conditioners, ductwork, thermostats*

PLUMBING

*Pipes, drainage systems, toilets, and other plumbing materials*

WALL FRAMING & DRYWALL

*Structural steel, millwork, aluminum frames, drywall, doors, hardware, and glass*

FLOORING

*Wood flooring, tile, and carpet*

PAINTING & COATING

*Interior painting and finishes*

FIRE SYSTEMS & SAFETY

*Fire detection, alarms, fire suppression, extinguishers*

### FURNITURE, FIXTURES & EQUIPMENT

FURNISHINGS & ACCESSORIES

*Shared amenities, couches, conference room tables, chairs, plants, rugs, and art*

OFFICE FURNITURE

*Desks, tables, chairs, filing cabinets*

LIGHTING & FIXTURES

*Lighting fixtures, signage, and other operational assets*

### IT & AUDIO-VISUAL INFRASTRUCTURE

ELECTRICAL

*Electrical safety and power conditioning*

IT / COMMUNICATIONS BACKBONE

*Data cabling, encrypted Wi-Fi, internet redundancies*

A/V EQUIPMENT

*Audio / Visual equipment, conference phones, wireless presentation infrastructure*

DATA COMMUNICATIONS INFRASTRUCTURE

*Carrier grade, enterprise network systems*

### CONSULTANT FEES

ARCHITECTURE FEES

*Architectural, structural, and interior design fees*

MEP ENGINEERING

*MEP engineering services*

IT CONSULTING

*Technology implementation & consulting services*

### OTHER ONE-TIME ITEMS

BUILDING PERMITS & INSPECTIONS

*Building inspection, building permitting, special permits*

GENERAL CONDITIONS & FEES

*General conditions, final cleaning, insurance, misc. reimbursements*

\* Intended to provide an overview of services included in the WeWork Membership. These items do not correlate with WeWork line-item expenses or fully-custom projects.

# SERVICES INCLUDED

## CATEGORY B – PROPERTY & INFRASTRUCTURE SERVICES\*

PROPERTY EXPENSES	BASE RENT	Base Rent and associated increases are covered in WeWork fee
	CAM EXPENSES	Common Area Maintenance and associated increases are covered in WeWork fee
	REAL ESTATE TAXES	IPTU Property taxes and associated increases are covered in WeWork fee
	INSURANCE	Property Insurance and associated increases are covered in WeWork fee
INFRASTRUCTURE	UTILITIES	Water and electricity, to be metered and charged to WeWork as used
	HVAC MAINTENANCE	Engineering and operational team to manage heat & air conditioning throughout space
	CLEANING	Daily cleaning service, cleaning supplies, toiletries, weekly deep cleaning of premises
	GARBAGE COLLECTION	Removal of trash and recyclables from premises on a regular basis
	PEST CONTROL	Ongoing pest control and regular maintenance
	REPAIRS & MAINTENANCE	Standard repairs & maintenance of the premises
	SAFETY & SECURITY	SITE ACCESS CONTROL
DOOR ACCESS CONTROL		Keycard access to all premises entry points will be installed & maintained by WeWork
KEYCARD SECURITY		Community Management team to activate and deactivate keycard access for on-site staff
CCTV INSTALLATION		Video camera surveillance at key access points of the building and premises

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# SERVICES INCLUDED

## CATEGORY C – OPERATIONAL SERVICES\*

### PRODUCTIVITY SERVICES

#### INTERNET SERVICES

Secure high-speed internet access included; Upgraded / private network options avail.

#### IT SERVICES

Standard IT & AV-related service & maintenance

#### OFFICE SUPPLIES

Printers, copiers, paper, pens, notepads, mail supplies, etc.

#### CONSUMABLES

Beer, coffee, water, vending, kitchen supplies, WeWork events

### COMMUNITY MANAGEMENT

#### DEDICATED COMMUNITY TEAM

Dedicated team of hospitality professionals to support any workplace requests

#### RECEPTION

Guest registration through WeOS application, front desk staffing

#### MAIL & PACKAGE HANDLING

Receipt of mail / packaging, delivery to mail room / staff, outgoing mail

#### TECHNOLOGY SUPPORT

WeWork will coordinate technology requests or issues relating to internet, printing, etc.

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